



## **Guidelines for Ensuring Meetings, Workshops and other Activities are Accessible to All**

**One of a series of fact sheets for staff**

### C O N T E N T S

- **Introduction**
- **Inclusive information**
- **Accessible venues**
- **Accessible interview rooms**
- **Assistance available**

### **INTRODUCTION**

Goal 3 of the University of Tasmania Equity Plan, *Building an Inclusive Community*, states that the University will become,

'A University community that acknowledges and responds to the rights and needs of all its members and provides an environment that is healthy, safe, secure and free from all forms of harassment and discrimination'.

One of the strategies developed to meet this goal states that the University will,

'Provide ceremonies, functions and activities that are accessible and ensure that invitations are inclusive of the needs of all students'.

The guidelines overleaf are provided to assist staff to develop inclusive practices when arranging activities or providing information to students, staff and people from the general community who are visiting the University.

## **INCLUSIVE INFORMATION**

Ensure that invitations include the following:

- minimum size 12 dark colour text on light coloured paper;
- inclusive language and explanations of all acronyms; and
- plenty of notice to allow for arrangement of taxis, personal care assistance, etc., if required.

Information should be sent out well in advance, in the appropriate format (for example, enlarged text, electronically) and include, as necessary:

- a statement that the institution is accessible and committed to equity;
- contact details including email and the Telephone Typewriter (TTY) phone number/s (Hobart – 6226 2587, Launceston – 6324 3847);
- information about services available;
- invitation for people to indicate any disability-related needs (for example, sign interpreter, enlarged text, dietary changes);
- a contact number for arranging transport (for example, maxi taxi);
- a location map showing parking spots, disability access routes and accessible toilets; and
- information about complaints mechanisms.

## **ACCESSIBLE VENUES**

Ensure that the venue is physically accessible including:

- access ramps, auto doors, lifts, accessible toilets;
- clear sign-posting;
- adequate lighting, limited glare and good colour contrast to indicate doorways, level changes and switches;
- clear of hazards such as furniture with sharp corners and trip hazards (for example, extension cords);

- equipment that can be used by someone with a disability;
- availability of specialised equipment if required (for example, FM systems);
- availability of parking in close proximity; and
- provision made for those who need to use a TTY.

## **ACCESSIBLE INTERVIEW ROOMS**

Ensure that an interview room is well organised including:

- space for those who use wheelchairs;
- speakers not positioned in front of windows;
- space for interpreters to stand so that they can be seen clearly at all times (for example, when lights are dimmed for videos);
- staff involved are aware of the diversity of people and the associated requirements that they may encounter;
- an alternate method for communicating with people with limited hearing or speech (for example, sign interpreter); and
- all equipment is working properly (hearing loop, FM Systems).

## **ASSISTANCE AVAILABLE**

The Disability Service can assist with:

- provision of further information and advice about making your function or activity accessible to all participants;
- arranging sign interpreters and FM Systems for participants who are deaf or hard of hearing;
- locating physically accessible venues; and
- inclusive wording of invitations.

The Disability Service can be contacted in Hobart on 6226 2381 or in Launceston on 6324 3787.